

Chapter 7 Means Test & Amended Chapter 7 Means Test

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy**.
3. Select **Other**.
4. Enter the **Case Number**. Click **Next**.
5. Select **Chapter 7 Means Test** from the event list. Click **Next**.
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer. If the party filer is not listed, click Add/Create New Party. Click **Next**.
8. **Browse** to select the Chapter 7 Means Test or Amended Chapter 7 Means Test pdf file. Click **Next**.
9. **Presumption Arises** screen:

Select either “**yes**” or “**no**.” This selection must match what you checked on the Chapter 7 Means Test pdf.
10. If needed, modify the text according to the court’s procedures. Click **Next**.

NOTE: When filing an **Amended Chapter 7 Means Test**, click the down arrow and select **Amended**.
11. **Verify** the final docket text before submitting. If correct, Click **Next**.

CAUTION!!
 - This is the last screen. Clicking **Next** will submit this document to the database.
 - If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

12. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.